

UNITED STATES DEPARTMENT OF AGRICULTURE
Animal and Plant Health Inspection Service
CAREER INTERN PROGRAM #: CPHST-CIP-001

POSITION: Biological Science Technician
Career Intern Program
Full Time

SERIES/GRADE: GS-0404-5/6/7
Promotion potential: GS-7

LOCATION: APHIS, PPQ, Center for Plant Health Science and Technology (CPHST)
Raleigh, NC

SALARY: **GS-5:** \$30,682 to \$39,881
GS-6: \$34,200 to \$44,462
GS-7: \$38,006 to \$49,403

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their career with APHIS. It is difficult to predict the frequency with which such emergency situations may occur – and could range from several emergencies in a year to none over the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, including overtime, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty station location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employees to a minimum.

WHEN TO APPLY: **04/18/2008 to 05/12/2008**
***Application packages must be postmarked by 05/12/08**

MAIL OR FAX TO: USDA, APHIS, PPQ, CPHST
ATTN: Jennifer Durlam
1730 Varsity Drive, Suite 400
Raleigh, NC 27606
Fax: (919) 855-7480 or (919) 855-7478
(Faxed applications must be received by midnight Eastern Time on the closing date of the announcement.)

*Do not use government postage paid envelopes

APPLICATION MATERIALS MUST BE POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

WHO MAY APPLY? This announcement is open to all **United States citizens.**

TYPE OF APPOINTMENT:

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This position is a 2-year internship in the excepted service. Upon successful completion of the internship, interns may be eligible for permanent placement with the agency without further competition. During the 2-year internship this appointment does not confer all of the opportunities usually associated with the competitive service such as tenure, transfer privileges, and retention rights during a reduction-in-force. However, the selectee will be entitled to health and life insurance benefits, retirement benefits and leave accrual.

For more information on the Career Intern Program, please visit www.opm.gov/careerintern/index.asp

WHAT ARE THE DUTIES?

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.

Incumbent supports the projects and programs of the National Science Program Leaders (NSPL). Duties involve the operational and scientific support at the national level for research and technology development programs managed by the team of NSPLs. Specifically, incumbent provides support to science-based problems related to the APHIS, PPQ, CPHST agricultural safeguarding mission. Prepares background papers requiring research on scientific issues in current files and through discussions with knowledgeable research scientists. Assists in the preparation of scientific briefing papers, reports, newsletter, etc. by researching and compiling necessary scientific information for use in preparing responses and in drafting reports. Serves on cross-functional teams with the national science program staff to provide assistance with data gathering, written report preparation, limited research assignments, and performing other support assignments as needed.

Assists in implementing and maintaining a system to manage biological research and technology development programs including work plan schedules, milestones and deadlines, and using appropriate tracking and monitoring systems to notify project leaders about upcoming deadlines. Consolidates input from scientists, budget staff, and NSPLs into final documents, and routes through appropriate channels for review and signature.

Makes arrangements for national scientific meetings, workshops, conferences, seminars, and planning sessions in support of the development and maintenance of national science programs. Prepares appropriate justifications for scientific meetings, selects meeting sites, identifies travel requirements, coordinates facility needs, maintains attendance and mailing lists, issues informational memos, and prepares and disseminates research plans, reports, and other information to participants. Attends CPHST program development workshops and conferences to assist in workshop and conference management, general support, and to gain an awareness of research program areas. Advises meeting planners of issues associated with meeting logistics (e.g., room requirements, equipment, and location).

Assists CPHST Director, NSPLs, and Administrative officer in issuance of newsletters regarding scientific activities, especially pertaining to national programs. Prepares presentation materials (slides, overheads, computer slide shows, handouts, etc.) for use at meetings, workshops, and seminars. Builds and maintains a high skill level using advanced software packages.

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ARE THERE SPECIAL CONDITIONS?

- * Males born after 12/31/59 must be registered with the selective service.
- * As a condition of employment, appropriate security clearance is required for this position.

DO I QUALIFY?

To qualify, all applicants **MUST** meet all qualification requirements by the closing date of the announcement.

QUALIFICATION REQUIREMENTS AT THE GS-5/6/7 GRADE LEVELS: Applicant must have 1 year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal service. This experience is typically in, or related, to the work of the position being filled.

EDUCATION SUBSTITUTION AT THE GS-5 GRADE LEVEL: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture or mathematics. At least 6 semester hours of courses must have been in courses such as biology, entomology, botany, and agriculture;

EDUCATION SUBSTITUTION AT THE GS-6 GRADE LEVEL: Successful completion of 9 semester hours of graduate level education in courses such as biology, entomology, botany, and agriculture. Education must be obtained from an accredited college or university;

EDUCATION SUBSTITUTION AT THE GS-7 GRADE LEVEL: Successful completion of 18 semester hours of graduate level education in courses such as biology, entomology, botany, and agriculture. Education must be obtained from an accredited college or university;

OR

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-5/6/7 GRADE LEVEL: Equivalent combinations of successfully completed education and experience may be used to meet the total qualification requirements. The total percentage must equal at least 100 percent to qualify.

RANKING FACTORS:

Please address **all of the following factors** in your resume. Your answers will help determine your rating. You may receive a lower rating if you fail to address any of the factors.

1. Please list your Grade Point Average(s) for any post high school degree(s) you have received.
2. Please include all of your work experience in your resume. Please list any type of community service you have performed.
3. Please list any experience you have leading or supervising an organization or business. (Examples: office holder in an organization, leader of a group or sports activity, shift supervisor position, etc.)
4. Please list any awards you have received.

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WHAT MUST MY APPLICATION INCLUDE?

FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS AND INFORMATION REQUESTED BY THE CLOSING DATE OF THIS ANNOUNCEMENT MAY RESULT IN YOUR NOT RECEIVING FULL CONSIDERATION. APPLICANTS' QUALIFICATIONS WILL BE EVALUATED SOLELY ON THE INFORMATION SUBMITTED IN THEIR APPLICATIONS.

Your application (OF-612, resume, or any other written format you choose to describe your job-related qualifications) must include:

- * Announcement Number, Title, Series, and Grade(s) for which you are applying
- * Your Full Name, Mailing Address (including zip code) and Phone Number(s) (including area codes)
- * Social Security Number
- * Country of Citizenship
- * Documentation of Education: High School – Give name, city, state, and date of diploma or GED. College – List the names of all colleges and universities attended including city, state, major(s), and type and year of any degree received. College transcripts – A copy of your college diploma or a list of college courses with grades and credits, (indicate quarter/semester hours and GPA) **MUST** be submitted. Copies of current licenses (e.g., a license to practice veterinary medicine conferred by a state Board of Veterinary Medical Examiners) or copies of a certificate of membership in a professional organization that are indicative of possessing the educational requirements of this announcement may be submitted in lieu of college transcripts. Applicants qualified on the basis of lists of college courses or copies of diplomas, licenses, or certificates of membership, **MUST** submit copies of college transcripts **BEFORE** their selection may be confirmed. NOTE: Foreign education must be evaluated by an approved organization specializing in accreditation. The Council for Higher Education Accreditation (CHEA) may be of some help in providing information on these organizations. Visit www.chea.org, Council for Higher Education Accreditation. Also, include an English translation of the foreign transcript.
- * Work History - Describe in your own words previous work applicable to this position. (Do not submit a position description.) **INCLUDE DATES (M/D/Y), HOURS PER WEEK; AND, IF FEDERAL CIVILIAN EMPLOYMENT, INCLUDE THE SERIES AND GRADE LEVEL. IF THIS INFORMATION IS NOT INCLUDED, THE EXPERIENCE CANNOT BE CREDITED.**
- *Description of other experience related to this job (e.g., volunteer work)
- * Veteran's Preference Claim, if applicable. If claiming 5-point veterans' preference, a DD-214 member 4 copy, for each period of service must be submitted. If claiming 10-point preference, submit a DD-214 and an SF-15 with the documentary proof required, such as a current letter from the Department of Veterans' Affairs dated within the last 12 months. Visit www.opm.gov/veterans/index.htm for more information about veterans' preference. Also, you may visit http://www.opm.gov/forms/pdf_fill/of612.pdf to complete the OF-612, Optional Application for Federal Employment.

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SPECIAL NOTES:

The U. S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.